

SMU Financials Created on April 29, 2011

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SMU Financials - Getting Started, Set - Up and Defaults

Logging In and Out of SMU Financials

Procedure

Step	Action
1.	Open a web browser session. Enter " financials.smu.edu " in the web address bar and press the Enter key.
2.	Enter your SMU ID into the Login ID field.
3.	Enter your password in the Password field.
4.	Click the Sign In button.
5.	When you are ready to exit SMU Financials, click the Sign out link. Sign out
6.	End of Procedure.

Creating, Deleting and Editing Favorites

Procedure

Favorites in SMU Financials is similar to Favorites that would be retrieved from your Internet browser. The main difference is that these favorites are associated with your ID and can be retrieved on any computer that you log on to SMU Financials.

SMU Financials		Home Add to Favorites Sign out
Favorites Main Menu	Vendors > Vendor Information > Add/Update > Vendor	
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Our Customer Number:		
Name 1:	begins with 🔻	
Name 2:	begins with 🔻	
Include History		
Search Clear	Basic Search 🛃 Save Search Criteria	



Step	Action
1.	To begin, navigate to the page you want to save as a favorite. Then, click the Add to Favorites link. Add to Favorites
2.	A description of the page defaults. Change as needed.
3.	Click the OK button.
4.	Click the OK button.
5.	To retrieve a favorite, click the Favorites button. Favorites
6.	Pages that you have recently navigated to will display under the Recently Used section.
	Pages that you have marked as a Favorite will display under My Favorites.
7.	You can edit Favorites by clicking the Edit Favorites option.
8.	To edit the name of your favorite, simply type a new name under the Favorite column. By adding a Sequence number , you can change the display order that a favorite is listed. (The sequence number begins with 0, 1, 2, 3, etc)
	Click Save to store changes.

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Click the Save button after editing or deleting favorites.				
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Step	Action
9.	To delete a favorite, click the Delete button.
10.	Click the OK button.
11.	Click the Save button.
12.	End of Procedure.

Inactivating the Type Ahead Feature

Procedure

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		DALLAS ANIMAL SERVICES	DALLASANIM-001	0000043867				
		DALLAS ARCHITECTURAL FOUNDATION	DALLASARCH-001					
		DALLAS AREA INTERFAITH	DALLASAREA-001					
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Step	Action
1.	The type ahead feature is automatically enabled for any field with a prompt edit defined for it. The system performs a lookup as you type and suggests appropriate values for a specific field.
	Included is an example of this from the Vendor Information page. When "dallas" was entered in the Name 1: field, 15 vendor rows were suggested. Additional suggestions for this list would be available by hovering over the drop down arrow at the bottom of the list.

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Step	Action
2.	Click the Main Menu button. Main Menu



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Step	Action
3.	Click the My Personalizations menu entry.

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Step	Action
4.	Click the Personalize User Options button.
	Personalize User Options



Step	Action
5.	In the Type Ahead field, click the No list item.
	No

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Show browser links	Yes	✓ Explain		
Show browser menu	Yes	▼ Explain		
Tab over Calendar Button	No	- Explain		
Default Expert Entry On	Yes	▼ Explain		
Max rows for View All	100	Explain		
Tab over Grid Tabs	No	▼ Explain		
Tab over Header Icons	No	✓ Explain		
Tab over Lookup Button	No	 Explain 		
Tab over Navigation Bar	No	 Explain 		
Tab over Browser Elements	No	 Explain 		
Tab over Page Links	No	✓ Explain		
Tab over Related Page Links	No	 Explain 		
Tab over Toolbar	No	 Explain 		
Type ahead	Yes	No Explain		

Step	Action
6.	Click the OK button.
7.	The Type Ahead feature has been inactivated. Click the Return button.
8.	
	End of Procedure.



Searching for Vendors, Vouchers, and Payments

Vendors

Procedure

SMU Financials will allow you to search for Vendors by Name (Name 1 field) and Vendor ID number.

Vendors are not limited to outside companies. For example, an SMU employee who needs to receive reimbursement for business expenses would also be listed as a vendor.

If you cannot find a vendor and have completed a thorough search, please contact the **Accounts Payable Office** for information on the process of working with a new vendor.

Step	Action
1.	Click the Main Menu button. Main Menu
2.	Click the Vendors menu.
3.	Click the Vendor link.
4.	 You can search for a Vendor by entering the appropriate criteria in the Vendor ID or Name 1 fields. Note: When searching in the Name 1: field, filter the criteria if necessary, e.g., "begins with" or "contains".

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Include History		
Search Clear	Basic Search 🚰 Save Search Criteria	



Step	Action
5.	Enter the desired information into the Name 1 field.
6.	Click the Search button. Search

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Step	Action
7.	Review your search results carefully.
	Note: The Name 2 column may contain a pertinent note regarding inactive vendors, how a company may be currently "doing business as", or a reference to a specific vendor number you should be using.
8.	Once you have reviewed the vendor information, select the appropriate vendor link.



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Vendor ID:	0000038938	Vendor Name 2:		
Vendor Short Name:	PARKCITIES	PARKCITIES-008	Withholding	
Classification:	Outside Party		Open For Ordering	
HCM Class:			VAT Registration	
Persistence:	Regular			
Vendor Status:	Approved			
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Step	Action
9.	The first tab, Identifying Information , displays Vendor ID, Short Name, and Vendor Status.

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Step	Action
10.	Click the Address tab.



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Step	Action
11.	Use the arrows to view additional addresses if available.

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Step	Action
12.	Phone Information is displayed at the bottom of the page. You can toggle between numbers by using the arrow buttons on the right or by selecting to view all which will display a scroll area. Click the View All link.
13.	A scroll area is now available. Use the vertical scroll arrows to see the multiple phone types.
14.	Click the Contacts tab.

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Step	Action
15.	Vendor contacts are displayed if available.
	Click the Return to Search button.
16.	End of Procedure.



Vouchers

Procedure

You can search for vouchers using a variety of criteria. The most common methods of searching are by entering criteria in the **Vendor Name 1**, **Vendor ID**, and **Invoice Date** fields.

Step	Action
1.	Click the Main Menu button.
2.	Click the Accounts Payable menu.
3.	Click the Vouchers link.
4.	Click the Voucher link.
5.	Verify "SMETH" is present for Business Unit and Vendor SetID . Enter 'SMETH' in those two fields if not present.

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Step	Action
6.	Click the Look up Vendor Name 1 button.
7.	Enter the desired information into the begins with field.
8.	Click the Look Up button.
9.	Select the desired Vendor link.
10.	If available, you can narrow down your criteria by entering an Invoice Date.
11.	The value "Any" is the default for the Amount Rule field. Leaving this value will retrieve "any" amount.
	To search for a specific amount, select Equal to from the Amount drop down list. (Note: If you are changing the value of "Any" you must enter "USD" in the Currency field.)
12.	Enter the desired information into the Amount field.
13.	Enter "USD" into the currency field.
14.	Click the Search button.

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Step	Action
15.	Click the Accounting Entries icon.

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Step	Action
16.	A new window will open and display more information.
	Click the Chartfields tab to display Account-Fund-Org information.
17.	The Journal tab provides information on the Journal Id , Journal Date , and the date the transaction posted to the general ledger (Accounting Date field).
18.	Information for all tabs can be expanded into one view. Click the Show all columns button.



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Step	Action
19.	Click the Close button to close the additional window.
20.	Click on the Payment Information icon.

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METH	BNKOA	BK12	1377123			07/09/2010	723.35	USD	723.35	i Paid				



Step	Action
21.	Payment information is available. You can navigate to the Payment Inquiry page by selecting the Payment Reference ID link.
	The Payment Status will be displayed for you.
22.	End of Procedure.

Payments

Procedure

Payments can be found using a variety of criteria in SMU Financials. The easiest way to locate payments is to identify the Vendor Name or Vendor ID and use date ranges (or amounts) to narrow down your search results.

Locating payment information in SMU Financials will identify the reconciliation and posting status of that payment.

Step	Action
1.	Click the Main Menu button.
2.	Click the Accounts Payable menu.
3.	Click the Payments link.
4.	Click the Payment link. Payment



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Step	Action
5.	Notice the Payment Inquiry page has " SMETH " populated in the Bank SetID and Remit SetID fields.
	Should you press the Clear button at any point in your search, you will need to repopulate these fields with the value " SMETH " in order to return results. These are required fields.
6.	You can narrow down your search by entering a specific amount. However, if you are working with a vendor who may also be doing business with another office on campus it is possible that your payment may have been combined with another department's payment.
	Note: The amount field will search for the <u>total</u> amount of payment. This may include multiple payments to one vendor.
	Accounts Payable generates checks twice a week. When two areas on campus submit a payment voucher to the same vendor they will be combined into one check. To view the Check Run Calendar, visit the Accounts Payable Homepage at http://smu.edu/controller/dept_ap.
	If desired, enter an amount into the Amount field.



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Step	Action
7.	Enter the desired information into the Payment start date field.
8.	Enter the desired information into the Payment end date field.
9.	To search for a Vendor, click the Look up Remit Vendor button.



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Step	Action
10.	Click the Search by: drop down list and select Name 1 .
11.	Enter the Vendor Name into the begins with field.
12.	Click the Look Up button.
13.	Click the Vendor Name 1 link.
14.	Click the Search button.



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Step	Action
15.	If more than one result displays, select the appropriate Payment Reference ID link. Note the Payment Date, Payment Status, Reconciliation Status and Reconcile Date fields.

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Step	Action
16.	Note the above example: The total payment amount is \$5409.10. This payment reflects a combined payment from two different vouchers that were submitted.
17.	For more information on a voucher, click the Voucher ID link.



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Step	Action
18.	You have now navigated to the Voucher Inquiry Page. Should you desire further accounting entry information, click the Accounting Entries button.
19.	End of Procedure.

Journal Entries

Preparing to use Journal Entries: Hiding Columns

Procedure

This topic will demonstrate how to personalize your page columns to adjust your Journal Entry Page View to allow for less scrolling.

Step	Action
1.	Click the Main Menu button. Main Menu
2.	Click the General Ledger menu.



Step	Action
3.	Click the Journal Entry link.
4.	Click the Create/Update Journal Entries link.

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Step	Action
5.	Click the Add button.



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Step	Action
6.	Click the Lines tab.

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Step	Action
7.	Click the Customize link.
8.	Click the *Unit list item. *Unit
9.	Check the Hidden option.
10.	Click the *Ledger list item. (Only if you do not have access to the Budget Ledger.) *Ledger
11.	Check the Hidden option.
12.	Click the SpeedType list item. SpeedType
13.	Check the Hidden option.
14.	Click the Base Currency list item. Base Currency
15.	Check the Hidden option.
16.	Click the Preview button to ensure you do not need to remove any additional columns. Preview
17.	If needed, hide additional columns as described in the previous steps.
	Click the OK button to save.
18.	End of Procedure.



Creating Journal Entries

Procedure

Step	Action
1.	Click the Main Menu button. Main Menu
2.	Click the General Ledger menu.
3.	Click the Journal Entry link.
4.	Click the Create/Update Journal Entries link. Create/Update Journal Entries
5.	The Journal Date: will default to the date that you are creating the JE. This is the only field that can be edited on this panel. The date of the journal entry must be a valid date for the period to which it will be posted. At times, your journal entry may need to be back dated. A journal will not post to an accounting period that has been closed, but you can enter and edit a journal with a future date. It will not be posted until the accounting period in which the date falls becomes the current period. The system will assign a Journal ID when the journal is saved.
6.	 What date is the cut-off for entering transactions for this month? How can I find this information each month? Financial Systems Support (FSS) typically announces month-end dates and schedules in an e-mail to the fsuser mailing list approximately 5 - 7 business days prior to the end of the month. To subscribe to fsuser, send an email to join-fsuser@list.smu.edu. Leave all other fields blank or your request will not process.

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Step	Action
7.	Click the Add button.
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Step	Action
8.	Enter the desired information into the Long Description field.
9.	Attachments may be added to your journal entry. See the Adding Attachments topic for more information.
10.	Click the Lines tab.

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Step	Action
11.	Using the Look Up Button:
	At any time you can use the look up button to search for the Account, Fund, Dept (org), Project or Class fields. (This is especially helpful if you have turned off the type ahead feature.)
	To search, select the desired field and click the Look Up button.
12.	You can use the available fields to narrow down your search. In addition, the first 300 search results are displayed and can be selected.
13.	Once you have entered the desired criteria, click the Look Up button.
14.	Click the desired search result.
15.	The field you selected will automatically be populated.
16.	Entering Journal Line information:
	The minimum required fields for each JE transaction are Account , Fund , Dept , and Amount .
	Other fields such as the Project or Class codes may be needed. Check with your Financial Officer if there are project codes or subclass codes that are used for your dept only.
	For further information on sub-classes (travel subclass and university-wide sub- classes) visit http://smu.edu/controller - click on "Quick Links"
17.	Enter the desired information into the Fund field.
18.	Enter the desired information into the Dept field.
19.	Enter the desired information into the Project and Class fields if needed.
20.	To increase Revenue accounts, enter ' - ' (minus) before the amount.
	To increase Expense Account enter the amount. (No +/- signs are needed.)
	Enter the amount of the transaction into the Amount field.
21.	Type any relevant information into the Reference field. This is an FYI field only.
22.	You can use the Journal Line Description field to provide more detail on your transaction. If you choose not to enter a description the system will populate the account code description automatically.
	Enter the desired information into the Journal Line Description field.



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Step	Action
23.	Adding or Deleting Rows:
	You can add additional rows by entering the number of rows to be added and clicking on the "+" button. To delete a row, check the desired row and click the "-" button.
	Example: One thing to note, if you were to delete row 3 and later realize you needed to add a row it would continue adding the next number sequentially - row 4. Thus, your journal entry would have lines 1, 2, and 4. (Row 3 would not be repopulated.)
24.	Click the Add a row "+" button as needed.

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SMETH	1							0.00			0.00	I				
Save	Noti	y C	Refresh									📑 Add 🗾 Upr	iste/Dis play			
leader Lii	nes <u>Total</u>	Errors	Appro	val												



Step	Action
25.	Notice when entering the second line the Fund and Dept fields populated from the previously selected values. In addition, the system entered the appropriate amount to keep this journal in balance.
	Be sure to verify these values. Change as needed.
26.	Enter the desired information into the Account field for line 2.
27.	Verify the Fund displayed.
28.	Verify the Dept . Change as needed.
	(To change a field highlight the field and press the delete key.)
	Enter the desired information into the Dept field.
29.	Adjust the Amount field as necessary.
30.	Enter the desired information into the Journal Line Description field.
31.	Using the Calculate Feature:
	At any time during the journal entry process you can calculate if your debits and credits are in balance. To do so, click the Calculate Amounts button.
32.	Click the Save button.
33.	Your journal is saved and a journal ID has been assigned. Click the OK button.
34.	Verify that Edit Journal is selected. Click the Process button. Process
35.	The Journal Status should change from "T" (temporary) to "V" (valid). Once your Journal status indicates "V", you have completed the process. A nightly process will be run by Financial Accounting to further process your journals into the system.
	Note: Should the Journal Status indicate "E" (errors), see the Resolving Journal Errors topic.



SMU Financials							
Favorites Main Menu > General Ledger	> Journals > Journal E	ntry > Create/Update Journa	al Entries				
Header Lines Iotals Errors	Approval			🔊 New Window	Help	🗹 Customize Page	📰 http
Unit: SMETH	Journal ID:	NEXT	Date: 11/08/2010				
Long Description:	Move Catering Costs from	NVP org to departmental org for	OIT.				
*Ledger Group:	ACTUALS	Adjusting Entry:	Non-Adjusting Entry				
Ledger:	A	Fiscal Year:	2011				
*Source:	LMG 🔍	Period:	6				
Reference Number:		ADB Date:	11/08/2010				
Journal Class:	A						
Transaction Code:	GENERAL		Auto Generate Lines				
			Save Journal Incomplete Status				
SJE Type:		•	Autobalance on 0 Amount Line				
Currency Defaults: USD / CRRNT / 1							
Attachments (0)							
Reversal: Do Not Generate Reversal							
🚼 Save 🔛 Notify 📿 Refresh			📑 Add 📝 Update/Display				
Header <u>Lines</u> <u>Totals</u> <u>Errors</u> <u>Approval</u>							

Step	Action
36.	End of Procedure.

Adding Attachments to Journal Entries

Procedure

When creating a journal entry you can upload an attachment as a reference.

Step	Action
1.	Click the Main Menu button. Main Menu
2.	Click the General Ledger menu.
3.	Click the Journal Entry link.
4.	Click the Create/Update Journal Entries link. Create/Update Journal Entries



SMU Financials			Sign out
Favorites Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries			
Create/Update Journal Entries	🔊 New Window	Help	🖬 http
Eind an Existing Value Add a New Value			
Business Unit: SMETH Q			
Journal ID: NEXT			
Journal Date: 11/08/2010 B			
Add			
Find an Existing Value Add a New Value			

Step)	Action
5.		Click the Add button.
		Add

SMU Financials					Home	Add to Favorites	Sign out
Favorites Main Menu > General Ledger	> Journals > Journa	Entry > Create/Update Journ	al Entries				
Header Lines Itotals Errors	Approval			🔊 New Window	Help	📝 Customize Page	📰 http
Unit: SMETH	Journal ID:	NEXT	Date: 11/08/2010				
	Move Catering Costs fr copy of invoice.	om VP org to departmental org for	OIT. Note: see attachment for				
*Ledger Group:	ACTUALS	Adjusting Entry:	Non-Adjusting Entry				
Ledger:	Q	Fiscal Year:	2011				
*Source:	LMG 🔍	Period:	6				
Reference Number:		ADB Date:	11/08/2010				
Journal Class:	٩,						
Transaction Code:	GENERAL		Auto Generate Lines				
			Save Journal Incomplete Status				
SJE Type:		•	Autobalance on 0 Amount Line				
Currency Defaults: USD / CRRNT / 1							
Attachments (0)							
Reversal: Do Not Generate Reversal							
🔚 Save 🔛 Notžy 😂 Refresh			📑 Add 🖉 Update/Display				
Header Lines Totals Errors Approval							

Step	Action
6.	When adding an attachment, it is recommended to put a note in the Long Description field that an attachment has been included. This will indicate to other users that an attachment has been added to this journal entry.
	For instructions on how to view an attachment, see the "Viewing Attachments and Printing Journal Entries" topic.



Fingançials Add to Favo Favorites Main Menu > General Ledger > Journal Entry > Create/Update Journal Entries	
Header Lines Totals Errors Approval	Page 🖬 http
Unit: SMETH Journal ID: NEXT Date: 1100/2010	
Long Description: Move Catering Costs from VP org to departmental org for OIT.	
*Ledger Group: ACTUALS Adjusting Entry: Non-Adjusting Entry	
Ledger: A Fiscal Year: 2011	
*Source: LMG Q, Period: 6	
Reference Number: ADB Date: 11/09/2010	
Journal Class:	
Transaction Code: GENERAL Generate Lines	
Save Journal Incomplete Status	
SJE Type:	
Currency Defaults: USD / CRRNT / 1	
Attachments (0)	
Reversal: Do Not Generate Reversal	
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Header Lines Totals Errors Approval	

Step	Action
7.	Click the Attachments link.

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								🖉 New Window	(?) Help	📝 Customize Page	📰 http
Journal	Journal Entry Attachments										
Attachments											
Unit:	SMETH	Journal ID:	NEXT	Date:	11/08/2010						
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File Nam e	Description		User	Nam e		Date/Time Stamp					
View							Delete				
Adding	arao attachmonto	can taka como timo t	a unload therefo	ore, it is advisable to sav							
		ing large attachment		ore, it is advisable to sav	e						
	Add Attachment										
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Step	Action
8.	Click the Add Attachment button. Add Attachment
9.	Click the Browse button to search for your attachment.

Downloads Recent Places SharePoint Sites Utbraries	Ŷ	Name	Date modified 7/1/2008 4:20 PM 6/25/2008 11:45 A	Type File folder	Size		
🚛 Libraries				File folder			
> 3 Documents > 3 Music > 5 Pictures > 8 Videos		eProcurement Invoice	7/29/2009 10:22 A 10/29/2010 10:35	File folder	97	78 KE	3
I M Computer > & Local Disk (C) > ∞ Local Disk (E) > ∞ KINGSTON (F)							
File name:	*			All Files Ope		Cancel	•

Step	Action
10.	Select the appropriate File Name.
11.	Click the Open button. Open
12.	Click the Upload button.
13.	A description may be added to provide further information about a document. If necessary, enter a description into the Description field.



exit	ra.									
SMU	U isls									
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Adding large a	attachments can take some time to upl	load, therefore, i	t is advisable to save	9						
the transaction	n before adding large attachments.									
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Step	Action
14.	Additional Attachments can be added by selecting the Add Attachment button and following the same process.
	To remove an attachment, press Delete on the row of the attachment you wish to remove.
15.	Upon completion, click the OK button to return to the Header Tab of the Journal Entry Page.

SMU Financials							
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Unit: SMETH	Journal ID:	NEXT	Date: 11/08/2010				
Long Description:	Move Catering Costs copy of invoice.	rom VP org to departmental org t	for OIT. Note: see attachment for				
*Ledger Group:	ACTUALS	Adjusting Entry:	Non-Adjusting Entry				
Ledger:	A	Fiscal Year:	2011				
*Source:	LMG 🔍	Period:	6				
Reference Number:		ADB Date:	11/08/2010				
Journal Class:	A						
Transaction Code:	GENERAL		Auto Generate Lines				
			Save Journal Incomplete Status				
SJE Type:		•	Autobalance on 0 Amount Line				
Currency Defaults: USD / CRRNT / 1							
Attachments (1)							
Reversal: Do Not Generate Reversal							
🔚 Save 🔄 Notify 📿 Refresh			📑 Add 🕖 Update/Dis play				
Header Lines Totals Errors Approval							

Step	Action
16.	Note: The number on the right side of the Attachments link will indicate how many attachments are being included in this journal entry.
17.	End of Procedure.



Resolving Invalid Chartfield Errors

Procedure

Step	Action
1.	The system highlights a field in red to indicate an invalid value. When this happens, you are being prompted that an Account, Fund, Dept, Project of Class code does not exist or has been mistyped.

Create/Update Journal Entries - Windows Internet Explorer		. 0 X
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Create/Update Journal Entries	🟠 🔻 🔝 👻 🖃 🗰 🔻 Page 👻 Safety 🕶 To	ols 🕶 🔞 👻 🥍
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Select Line Account Fund Dept Project Cl	Class Amount Reference Journal Line Description	
1 4 6300 4 10 4 265350 4	-1,329.88 reimburse digital camera	
2 9, 6300 9, 10 9, 260001 9, 9	Contraction Sunnings	
Lines to add:	muaaugu 🖾	
Im	rvalid value press the prompt button or hyperlink for a list of valid values	
linit Total lines	al Status	
	The value entered in the field does not match one of the allowable values.	
🔚 Save 🔛 Notify 😂 Refresh	OK Update/Dis play	
Header Lines Totals Errors Approval		

Step	Action
2.	Click the OK button.
3.	Highlight the invalid data and press Delete.
4.	Verify the correct value, and type it in the appropriate field.



Create/	Updat	e Journal Entr	ies - Wir	ndows Intern	et Explorer					-					
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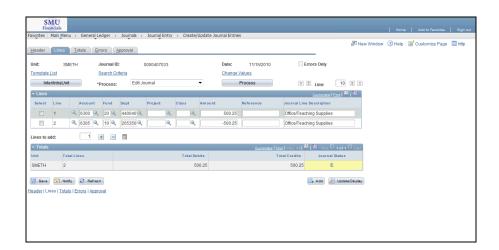
Step	Action
5.	Click the Save button.
6.	Click the OK button.
7.	You have successfully resolved the invalid chartfield error. End of Procedure.



Resolving Journal Edit Errors

Procedure

Step	Action
1.	After running the Edit Journal process, if the Journal Status is "E", you have errors involving the Combo Edit Rules. You should be aware of the following rules:
	Combo Edit Rules Made Easy: Combination Edit rules (Combo Edit rules or Edit Journal rules) are set up to allow only certain chartfields to be used together. If the combination is outside the range of possibilities, the journal will fail the Edit Journal process.
	 Account 1280 requires the use of a 5 digit sub-class code. Orgs beginning with a 5, for example 543215, requires the use of a 7 digit Project. Orgs beginning with a 4, for example 432154, requires the use of a Fund Code 12 or 20. (You can find a list of those orgs which require a 12 by visiting http://smu.edu/controller/dept_fss/ - Under "Search" click on the "Designated Fund 12 Orgs" link.) Orgs beginning with a 2, for example 215432, usually calls for a Fund Code of 10.
	More detailed information may be obtained by contacting the Controller's Office.



Step	Action
2.	Click the E link to retrieve more information about the error. \underline{E}



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Favorites M	lain Menu > General I	.edger	> Journals >	Journa	Entry >	Create/	Update Journal Entries				
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Unit:		Journal	ID:	00004	07033		Date: 11/15/2010				
🕶 Header B	Frors						Customize Find 💷 🛅 First 🕅 1 of 1 🖸 Las	12			
Unit	Field Name		Field Long Nam	10	Set	Msg	Message Text				
<u>SMETH</u>	JRNL_HDR_STATUS	3	Journal Heade	er Status	5860	53	Journal line errors exist for this header.				
➡ Line Erro	ors						Gustomice Find 🚈 First 🗹 1-2 of 2 🗅 Last				
Line #	Field Nam e	Field Lo	ng Nam e	Set	Msg	Messa	ge Text				
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2	DEPTID	Departr	ment	9600	31	Comb	o error for fields Dept/Fund in group .				
Save	😢 Notify 📿 Refre	• h					📑 Add 🏼 🎉 Update/Dis pla	У			
	s Totals Errors App	roval						-			

Step	Action
3.	You are now on the Errors Tab. Review the Line # and Message Text field. The message text field indicates that there is a Combination Rule has been violated. (Part of the account, fund, or org.) Click the appropriate Line # link.
4.	Resolve the error by typing the correct account-fund-org combination.

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	tancials Main Men	u > Ge	neral	Ledger	Journa	ls > Journal	Entry >	Create/Upda	te Journal En	tries						Home	Add to Favorites	Sign out
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Unit:	SM	IETH		Journal I	D:	0000407	033		Date:	11	/15/2010	Error	rs Only					
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Select	Line	Error		Account	Fund	Dept	Project	Class	Amount		Reference	Journal L						
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Step	Action
5.	Run the Edit Journal by clicking the Process button. Correct any remaining errors. Continue running the Edit Journal process until the Status is Valid . A ' V ' will be displayed under Journal Status in the lower part of the page. Process
6.	Your journal is saved with the corrected data. Click the OK button.
7.	The Journal Status now indicates 'V' for valid. All journal errors have been resolved.
8.	End of Procedure.

Exporting Journal Entry Data to MS Excel

Procedure

This topic will demonstrate how to take data and export it to Microsoft Excel for saving to a spreadsheet.

nit: SME	ETH J	lournal ID	: (0000407033			Date:	11/15/2010	Er	rors Only				
Template List Search Criteria Change Values														
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▼ Lines Coulombs End 50 1														
Select Line	Account			Project	Class	Amount		Reference	Journal Line	Description				
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Totals								Customira I E	nd View All	1 See	Last 1	Last		
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Step	Action
1.	Whenever the spreadsheet icon appears, this indicates that the data below is exportable to MS Excel.
	Click the Spreadsheet button.



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avorites Main Menu > General Ledger > Journal Entry > Create/Update Journal Entries	
Header Units Islais Errors Approval	http
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Step	Action							
2.	f you receive a security warning, click the Click here for options alert.							
3.	Select the Download File menu.							
	Download File							



1	SMU					
Favorites	i Main Menu > General Ledger > Journals > Journ	aj Entry > Create/Update Journal Entries	_			_
Heade					Customize Page	📰 http
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E	O https://fssys1.smu.edu/psc/fssys/?cmd	🔓 👻 🖾 👻 🖶 Page 🕶 Safety	🕶 Tools 🕶 🔞)• [»]		
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Header						
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		While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file.				
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		y				
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Step	Action
4.	Click the Open button.



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Headrer United Tutter Trans Journal ID: 0000407033 Date: 11/15/010 Errors Only Interdict Line Inters/fssys1smu.edu/psc/fssys/rcmd=viewattach&userfile=pssk8skdimame=V24947 - Windows Internet Explorer Image: State St	Favorites Main Men	nu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries	
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	l	×	

Step	Action
5.	You may be prompted to verify that this file is from a trusted source.
	Click the Yes button. Yes
6.	You have now exported your data to Excel. Note: Should you desire to save the Excel file, change the Save as type to Excel workbook.
	When finished, click the Close button.
7.	Be sure to look for the spreadsheet icon for other areas within SMU Financials to export data. End of Procedure.



Searching for Existing Journal Entries

Procedure

Step	Action
1.	Click the Main Menu button. Main Menu
2.	Click the General Ledger menu.
3.	Click the Journal Entry link.
4.	Click the Create/Update Journal Entries link. Create/Update Journal Entries

SMU Financials	
Favorites Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries	
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Business Unit: SMETH Q	
Journal ID: NEXT	
Journal Date: 11/16/2010	
Add	
Find an Existing Value Add a New Value	

Step	Action
5.	Click the Find an Existing Value tab.
6.	 Your default source code and User ID (SMU ID) will display. These can be overwritten if you desire to look for a JE by a different author. Note: Should you press the Clear button at any time, you will need to repopulate the Business Unit: with SMETH. This is a required field.
7.	A variety of search criteria can be used when retrieving a journal entry. If known, enter the Journal ID: .
8.	To search for a journal entry based on a date range, click the Journal Date drop down list and select between .



SMU						
Favorites Main Menu > Gener	ral Ledger > Jo	ournals > Journal Entry	> Create/Update Journal Entries	00104010 011 0010		include Digit Col
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Create/Update Journal En	itries					
Enter any information you have an	nd click Search. L	eave fields blank for a list	of all values.			
Find an Existing Value Add	a New Value					
Maximum number of rows to retur	m (up to 300): 3	00				
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Step	Action
9.	Enter the desired information into the Journal Start Date : field.
10.	Enter the desired information into the Journal End Date: field.
11.	Important Note: Clear the Journal Header Status : by clicking on the corresponding drop-down list and selecting the empty value.
12.	If you know the source code of the author of the JE you want to retrieve, enter it into the Source code field.
	You can search for a source code by clicking the Look Up (magnifying glass) button and entering your desired criteria.
13.	You can also search by entering an SMU ID into the User ID field.
	Hint: Remember that your Source and User ID: will default. If you are entering a Source for a different author be sure that you have deleted your ID from the User ID: field.
14.	One you have entered the desired criteria, click the Search button.
15.	Your search results are displayed. You can click on any of the header fields below to search by a journal date, amount, etc.
	The header also displays information if an Attachment Exists . (For instructions on viewing attachments see the "Viewing Attachments and Printing Journal Entries" topic.)
16.	Select the desired journal.
17.	The desired journal entry displays.
18.	End of Procedure.



Viewing Attachments and Printing Journal Entries

Procedure

Once you have retrieved a desired JE, you can view attachments and print journal entries.

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Unit: SMETH	Journal ID:	0000389871	Date: 01/19/2010				
Long Description:	R.Crowley - Move Emerger invoice.	ncy phone cost from 461340 to 2	261050 per Jesse. See attached				
*Ledger Group:	ACTUALS	Adjusting Entry:	Non-Adjusting Entry				
Ledger:		Fiscal Year:	2010				
*Source:	RLC	Period:	8				
Reference Number:		ADB Date:	01/19/2010				
Journal Class:							
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Step	Action
1.	View Attachments:
	If the Attachments link has a number next to it, there is an attachment available for your to view.
	Click the Attachments link. Attachments (1)



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File Name Description User Name Date/Time Stamp		
Sample Invoice.doc 00104610 Laurene M. St. Germain 11/16/2010 1:57:45PM Delete		
Adding large attachments can take some time to upload, therefore, it is addisable to save the transaction before adding large attachments.		

Step	Action
2.	Click the File Name link.
	Sample Invoice.doc

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Step	Action
3.	If you receive a security warning, click the Click here for options alert.
4.	Select the Download File menu.
	Download File

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Step	Action
5.	Click the Open button.



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Step	Action
6.	Your attachment is available and can be printed if needed. Click the Close button.



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Step	Action
7.	If an additional window remains open, click the Close button.



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Step	Action
8.	Click the OK button to return to the journal entry.
	OK

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Unit: SMETH	Journal ID:	0000389871	Date: 01/19/2010		
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*Source:	RLC	Period:	8		
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Step	Action
9.	Printing a Journal Entry:
	Click the Lines tab.

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Step	Action
10.	Select the *Process: drop down list. Click Print Journal (Crystal) from the list. Print Journal (Crystal)
11.	A pop up window will display (be sure that your internet settings allow pop ups from SMU Financials). Note: A process will run, the report will display "Queued", "Processing", and "Success. The JE will be displayed as a PDF. <u>Be patient, this process will take a few minutes.</u>
12.	The journal entry is displayed and available to be printed by clicking on the Print icon.

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Step	Action
13.	Upon completion, click the Close button.
	X
14.	End of Procedure.